

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> Assistant Evidence Technician (Part-time benefitted)	<u>Revision Date:</u> 06/16 <u>EEO Category:</u> Technician <u>Status:</u> Non-exempt <u>Control No:</u> 40716
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II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Deputy Chief, assists the Evidence Technician with organizing evidence receipt, transportation and release.

III. Essential Duties:

- Process and retain accurate, orderly records.
- Receive evidence through intake lockers.
- Sort evidence and properly assign it to protective storage.
- Transfer information from paperwork to computer. File paperwork.
- Properly maintain evidence labeling.
- Respond to phone calls from the public and others regarding evidence.
- Assist and help train officers in evidence booking procedures.
- Pull items and release them to the public.
- Pull items and release them to officers for court.
- Transport to and receive property and evidence from the state crime lab, State Toxicology lab, RCFL, etc.
- Restock and order supplies.
- Research and prepare evidence dispositions for distribution.
- Sort listed items to be destroyed. Ensure items are destroyed and documentation is completed.
- Update computer information for destroyed items.
- Conduct audits of property room.
- Maintain close working relationship with outside professional service providers.
- Prepare items for auction.
- Collect and package drugs dropped off for destruction (with help of a supervisor).
- Maintain evidence room in a condition that it is prepared for outside audits at all times.

IV. Marginal Duties:

- Send dispositions to officers and District Attorney's Office on established intervals; receive dispositions back.
- Send letters to the public on all dispositions that are listed to be released.
- List drugs, guns, knives and paraphernalia and transport them to proper sites to be destroyed.
- Reorganize shelves after dispositions.
- Testify in court as needed.
- Coordinate destruction or other disposition of firearms with the Chief of Police.

- Carry out process for bike donations.
- Perform other duties as assigned.

V. Qualifications:

Education: Requires a high school diploma or equivalent.

Experience: Related experience is preferred but not required. Law enforcement experience preferred. This is an entry level position.

Certifications/Licenses: Valid Utah driver's license required.

Knowledge of: Evidence laws and procedures; police report forms; basic computer skills.

Responsibility for: Great responsibility for the care and condition of various types of evidence; responsibility for making decisions affecting the activities of people: what they should do, when to do it, where and how.

Communication: Contact with other departments, furnishing and obtaining information; judgement and tact required to avoid friction; outside contact with public presenting data that may influence important decisions; frequent contacts involving the carrying out of programs and schedules requiring and influencing of others to obtain desired result; involvement with persons of high rank requiring well developed sense of strategy and timing.

Tool, Machine, Equipment Operation: Regular use of a bar coding machine, regular use of office equipment including a computer, copy machine, and telephone, use of a vehicle.

Analytical Ability: Great adherence to policies and legal guidelines which could result in a considerable amount of liability to Sandy City if evidence is not handled properly. Independent judgement and tact needed to determine who is authorized to receive evidence.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls; may frequently bend, stoop or crouch; and frequently communicates with others. Employee will sit or stand for long periods of time and may move up to 50 pounds. Constant attendance is required.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. A moderate degree of mental pressure and fatigue exists during a normal workday due to exposure to deadlines. Work procedures are established; refer only unusual cases to supervisor.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserved the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY:_____ DATE:_____

PERSONNEL DEPT. APPROVED BY:_____ DATE:_____